



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>AGENCY/PROGRAM INFORMATION SPECIALIST III</b>	<b>38</b>	<b>B</b>	<b>7.950</b>
<b>AGENCY/PROGRAM INFORMATION SPECIALIST II</b>	<b>36</b>	<b>B</b>	<b>7.952</b>
<b>AGENCY/PROGRAM INFORMATION SPECIALIST I</b>	<b>34</b>	<b>B</b>	<b>7.956</b>

### SERIES CONCEPT

Agency/Program Information Systems Specialists apply an in-depth knowledge of the agency's program areas to perform duties associated with information systems analysis, design and consulting work, and may act as liaison to the Department of Information Technology. This series is distinguished from other data processing classes based on the requirement for specialized knowledge, skills and abilities in both information systems and the agency/program.

Prepare feasibility studies and project proposals; discuss with management work activities which may be automated, potential benefits of a proposed system or deficiencies to be corrected in the existing system; collect information regarding the impact of changes in State, federal or departmental policy; itemize the costs and benefits of the proposed system; prepare documentation of the feasibility study process to obtain approval for funding and continuance of the project.

Develop system analysis and programming packages; define user and systems requirements independently for a proposed information system; interview personnel and review existing documentation to acquire information regarding work activities such as the organization of a filing system, the length of time to maintain records, the manner in which records are shared by different work groups, or the extent to which the records impact other systems; prepare structured models of the proposed system, including data flow diagrams and process specifications which illustrate and describe the functional processes of the system, and the data dictionary which describes the data being processed; define alternative methods for designing and implementing the proposed system, including the development of software by the State's central information systems department or the selection of software available commercially.

Develop structured design packages for a proposed system; draw structured design charts and write program specifications which describe the logic of a program; prepare test plans and review test results to assess the accuracy and completeness of the program code; discuss with programmers the technical requirements, clarifications and logic, and deficiencies of programs.

Prepare functional specification documentation and criteria to be used in evaluating vendor proposals for software or hardware; write specifications detailing the software and hardware requirements the automated system should provide in terms of functional needs; may develop and maintain computer programs or computer systems for the purpose of enhancing, correcting or modifying existing computer systems to improve efficiency or to provide for the changing needs of the customer; may write technical specifications detailing the hardware required to support the proposed software; communicate with vendors regarding products and services; may conduct on-site visits to evaluate the responsiveness of assistance; develop criteria on which vendor proposals may be evaluated; and may serve on a committee that evaluates vendor proposals.

Train staff in the use of the system either individually or in a classroom setting.

Perform related duties as assigned.

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Page 2 of 3

## CLASS CONCEPTS

**Agency/Program Information Specialist III:** Under direction, incumbents either supervise lower level specialists in the performance of the work described in the series concept, or are solely responsible on a departmental or statewide basis for the planning, implementation and maintenance of an information system for the agency. Non-supervisory positions allocated to this level receive no or minimal technical supervision within their department.

**Agency/Program Information Specialist II:** Under general direction, incumbents perform the range of duties described in the series concept at the journey level.

**Agency/Program Information Specialist I:** Under immediate supervision, incumbents receive training in the performance of the duties described in the series concept.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:**

- \* In order to meet the needs of each agency, the position may require specialized background or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

### **AGENCY/PROGRAM INFORMATION SPECIALIST III**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and five years of professional experience related to the agency's program and mission, two years of which included professional level experience in one of the following areas: 1) the analysis, design or programming of mainframe computers, mini-computers, micro-computers, other information systems, or a business system; 2) or managing employees who analyze, design or program mainframe computers, mini-computers, micro-computers, other information systems, or business systems (*See Special Notes and Requirements*); **OR** two years of experience as an Information Systems Specialist II in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** system documentation. **Ability to:** plan, implement and maintain information systems on an agency wide basis; train users of the information system; perform feasibility studies/cost benefit analysis for information systems; act as liaison between the office community and the information systems community; *and all knowledge, skills and abilities required at the lower levels of the series.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** the agency's organizational structure and functions; business' plan and direction, business systems planning (BSP); State and federal laws, statutes, policies and procedures pertaining to the organization; the internal and external flow of information within the organization.

### **AGENCY/PROGRAM INFORMATION SPECIALIST II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of professional experience related to the agency's program and mission, one year of which included professional level experience in one of the following areas: 1) the analysis, design or programming of mainframe computers, mini-computers, micro-computers, other information systems, or a business system; 2) or managing employees who analyze, design or program mainframe computers, mini-computers, micro-

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Page 3 of 3

### MINIMUM QUALIFICATIONS (cont'd)

#### AGENCY/PROGRAM INFORMATION SPECIALIST II (cont'd)

computers, other information systems, or business systems (*See Special Notes and Requirements*); **OR** one year of experience as an Information Systems Specialist I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** the program area announced. **Working knowledge of:** data processing concepts and methods including general data base concepts, general system security concepts, general data communication concepts, multiple platform strengths and weaknesses, familiarity with applications development methodology, documentation standards, and disaster recovery; information systems planning; a variety of end-user tools or decision support systems (DDS); *and all knowledge, skills and abilities required at the lower level of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** the agency's organizational structure and functions; business' plan and direction, business systems planning (BSP); State and federal laws, statutes, policies and procedures pertaining to the organization; the internal and external flow of information within the organization. **General knowledge of:** Request for Proposal (RFP) process for information systems.

#### AGENCY/PROGRAM INFORMATION SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school and two years of professional experience related to the agency's program and mission (*See Special Notes and Requirements*); **OR** an Associate of Arts degree in data processing, communication operations, or computer science and one year of experience in an information systems environment; **OR** one year of experience as a Computer Network Technician I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** the specialized program area announced. **General knowledge of:** data processing concepts and methods including general data base concepts, general system security concepts, general data communication concepts, multiple platform strengths and weaknesses, familiarity with applications development methodology, documentation standards, and disaster recovery.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**General knowledge of:** the agency's organizational structure and functions; business' plan and direction, business systems planning (BSP); State and federal laws, statutes, policies and procedures pertaining to the organization; the internal and external flow of information within the organization.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.950</u>	<u>7.952</u>	<u>7.956</u>
ESTABLISHED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	10/1/97UC	10/1/97UC	10/1/97UC